



The Forward Trust Job Description

Position Title	Band 5 Nurse	Reports to	Nurse Manager
Location: Clouds House			

Introducing Forward Trust

We are The Forward Trust (formerly RAPt and Blue Sky), the social enterprise with charitable status that empowers people to break the often, interlinked cycles of crime and addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

Role/Team Overview

To provide and supervise the delivery of high standards of nursing care for the treatment and support of substance dependency. To deliver care to clients in accordance with up-to-date evidence based professional practice, National Guidelines and Forward Trusts policies.

The main focus of this post is to work confidentially as an autonomous practitioner in the medical centre and as part of the wider multidisciplinary team, who are responsible for the delivery and monitoring of high standards of all relevant substance misuse interventions to clients presenting for substance misuse treatment. Maintain the model of treatment, its structure and ethos in day to day practice. Be a proactive member of the treatment team.

Working within a health improvement framework, the post holder will provide holistic assessment, brief interventions, assess and monitor medical detoxification prescribed and other prescribed medications, treatment, crisis intervention and monitoring of the general physical and psychological health and wellbeing as required in the context of behaviour change leading to healthier lifestyle, triage for medical assessment by ANP, GP and/or psychiatrist.

Accountabilities

Clinical

- To provide interventions and support for drug and alcohol users with complex needs as part of a 12 Step recovery programme. This may include triage, assessment; administration of controlled drugs and other prescribed medication,

assessing and monitoring medical detoxifications, crisis intervention and support.

- To liaise with other professionals and members of the wider multidisciplinary treatment team, in the planning and delivery of nursing care.

Service Delivery

- Promote the health and well-being of clients and maintain a safe, caring and therapeutic environment, which minimises risk at all times.
- Ensure that Forward Policies and procedures relating to service provision are strictly adhered to.
- To undertake initial health needs assessment on admission, to include mental health and substance use history and current use.
- Develop, implement & regularly review care plans, ensuring the needs of each patient is met including, discharge and liaise with other agencies as/if appropriate.
- To be competent in urine testing and interpreting the results and to report and record any unexpected results to the senior nurse on duty.
- Participate in the facilitation of group activities.
- To carry out risk assessments paying attention to any adult /child safeguarding issues.
- To develop and contribute to the ongoing and changing needs of patients, providing high quality services in line with contractual requirements.
- Participate in the maintenance of general and specific patient observations, accurately recording all relevant information, and in risk assessments as required/directed.
- To maintain, as required, ongoing records of clinical activities in client files and provide information as required and requested by other agencies where applicable and the wider multidisciplinary team.
- To ensure all medication is administered following both NMC and National Guidelines and Forward policies and procedures (SOP's)
- To participate in triage and other health assessment clinics.

Departmental Management

- To proactively approach integrated ways of working support and adopt a multi-disciplinary approach.
- To meet targets and deadlines in accordance with contractual standards.
- Ensure nursing practice is in accordance with the NMC Code of Professional Conduct, Forward policies and established best practices which incorporates and respects differences in gender, sexuality, ethnicity, religion, culture and disability
- To ensure that all views of clients are effectively sought, channelled and acted upon, including dealing efficiently with complaints in accordance with the Forward policies.

- To manage your time and shift management tasks within Forward policies and procedures.
- To take part in the shift rota, being responsible for ensuring your rostered shift is covered if you are unable to work on a given day for reasons other than sickness.
- Ensure the 6 'C's of nursing are embedded in all your clinical practice
- To proactively engage in nurse team meetings
- Promote behaviour change by upholding and supporting clients to adhere to the treatment boundaries
- To take an active role in achievement of team objectives

Communication

- To ensure the patient remains at the centre of everything
- To maintain all ongoing records of clinical intervention, in line with the NMC code of good record keeping and in accordance with Forward quality standards
- To liaise and communicate as required with other recovery and healthcare providers within the community such as primary care and mental health where necessary and family members, where permitted
- To take part in clinical handover meetings as well as multidisciplinary team meetings when on duty and ensure vital information is passed to the team about client's care and any relevant information needs to be shared.
- To be conversant with the use of basic counselling skills/equivalent and apply these in all client communication.

Performance Management and Personal Development

- Participate in the maintenance of general and specific patient observations, accurately recording all relevant information, and in risk assessments as required/directed.
- To plan and manage your shift effectively including delegating and managing junior members of the team.
- To review ongoing care and treatment liaising closely with multidisciplinary team and care planning collaboratively with the client regarding clinical care.
- Ensure that all documentation is legible and written in accordance with Forward Quality Standards aligned to own professional guidelines and best practice.
- To ensure you retain active inclusion on the NMC register

Quality Assurance and Safety

- To ensure quality standards are maintained in the delivery of the service.
- Abide by Forwards policies and procedures and encourage others to do the same.
- Work with the highest regard to health, safety and security in the workplace.

- Ensure the department effectively and efficiently collects, records and collates information, including statistical data, for audit, research and reporting purposes i.e. NDTMs.
- Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice.
- Ensure that all documentation is in line with Forwards policies and the Data Protection Act.
- Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
- To work within agreed guidelines and protocols of treatment and care for this client group.
- To ensure that treatment and care programmes are led by evidence based practice
- Adhere to the Health and Safety at Work Act, under which it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work and receive relevant training, communicating to the Manager any problems that may compromise safety.
- Avoid any behaviour that discriminates against colleagues, potential employees, service users, carers and visitors for whatever reason.
- To use IT efficiently to support your role.
- To ensure you have agreed working protocols set between multi-disciplinary agencies and share information appropriately.
- Be familiar with the requirements of the Department of Health Drug Misuse and Dependence UK Guidelines on Clinical Management and all other relevant policy and research updates as outlined in your supervision.

Administration

- To ensure case management documentation is maintained to the expected audit standards.
- Ensure all clinical notes are up to date and accurate on computerised system (KIPU) as well as any paper-based or other computerised documents.
- To complete and maintain care plans and assessments to the required standards
- To provide reports on outcomes to the line manager.

Role Criteria

Below is a list of the criteria required to apply for this role; please address each of these points in your application.

Criteria Requirement	
E	Essential Criteria
D	Desirable Criteria
Criteria Measure	
A	Application
I	Interview
T	Test

Knowledge, Skills and Experience		
Ability to work within a multidisciplinary team.	E	A/I
Sound clinical knowledge.	E	A/I
Time management and organisational skills	E	A/I
Assessment skills, including an understanding of risk assessments.	E	A/I
Ability to work within a Recovery model (12 Step)	E	A/I
Strong IT skills	E	A/I
Accurate record keeping	E	A/I
Ability to treat service users with respect and dignity at all times, adopting a culturally sensitive approach, which considers the needs of the whole person.	E	A/I
Able to build constructive relationships with warmth and empathy, using good communication skills.	E	A/I
Awareness of health issues relating to substance misuse.	E	A/I
Robust knowledge of medication rounds and the safe storage and administration of medicines including controlled drugs.	E	A/I
Evidence of personal professional development in Nursing since registration.	E	A/I
Experience of key working and care planning	E	A/I
Ability to regularly reflect in order to improve practice and undertake relevant training required	E	A/I
Knowledge and understanding of infection control	E	A/I
Knowledge of reporting maintenance requirements.	E	A/I
Post-registration experience in a clinical environment	D	A/I
Counselling skills	D	A/I
Personal Attributes		
Proactivity – Quick thinking with a high level use of initiative	E	A/I
Resilience – Solves problems, takes learning on board from mistakes to aid personal and professional growth	E	A/I

Adaptability – Can work in fast-paced changing environments	E	A/I
Confidence – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely	E	A/I
Team Work – Works in harmony with colleagues to deliver results	E	A/I
Open to Feedback - Open to constructive feedback in order to further develop	E	A/I
Innovative – Continually searching for better ways of working	E	A/I
Qualification		
Degree or Adv. Diploma in Nursing - RGN, RMN or RNLD; with current UK Registration	E	A/I
Diploma/Degree in Substance Misuse or equivalent or willingness to undertake.	D	A/I
Health and Social Care	D	A/I